



Bulletin

2005-01B

ALIF (Annual License Information Form) Submission

TO: Boards of Selectmen, City/Town Clerks, Licensing Boards, IT/MIS Directors

FROM: Gerard D. Perry, Deputy Commissioner, Division of Local Services

DATE: January 31, 2005

SUBJECT: New Electronic Submission Website for ALIF and APIF Annual Submissions

As you are probably aware, all agencies and political subdivisions of the Commonwealth must file with the Massachusetts Department of Revenue (DOR) an annual list of all new or renewed licenses to conduct a business, trade or profession during the previous calendar year. Historically, this information was submitted on form ALIF, Annual License Information Form and was due by February 1st.

We are writing to announce a new online reporting method that will be available shortly on our website and to extend the deadline to March 15, 2005. We hope that you will participate in this electronic program and that you will find the system easy to use. We will accept an electronic list of license holders using either

- Bulk data using a standard format to be published on the website around March 1, 2005,
- Bulk data using your custom format identified for us using a format mapping tool on the website, or
- Individual licenses that you data enter on our website.

One login and password will be issued to each community for ALIF submission this year. In subsequent years, each local official with business license submission responsibilities will have their own login/password.

Receiving this information in electronic format will enable us to upload it to the agency's Data Mining tool. It can then be used to help us identify businesses that have not registered with us or are not remitting sales, withholding or other business taxes that they collect on behalf of the Commonwealth. Similar data items have allowed us to identify and collect over \$100 million in overdue taxes in the past few years. Given the current fiscal challenges faced by both state and local governments we are confident you agree with the importance of ensuring that all businesses and individuals pay their taxes.

We recently reviewed ALIF forms submitted by a number of cities and towns over the past few years. Most communities have submitted data to DOR on this form. However, there would appear to be some

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inconsistency in the type of licensing information included in each submission. Some towns have included only Common Victualers licenses, others a list of registered DBAs. We believe that clearer instructions on the part of DOR would lead to more consistent information. To that end, we've attached a list of license types to be included if issued by your community and of the information specific to each licensee that we hope to receive.

We believe that a new, improved ALIF process will increase tax collections and is a realistic goal given the history of cooperation between our agency and the cities and towns of the Commonwealth. We have posted a Power Point presentation on our website that will show you what this new application will look like: http://www.dls.state.ma.us/it/Proposed_Web.ppt . If you are unable to comply with the extended deadline, please let us know. We understand that this is short notice and want to work with you to make this program a success. DOR is interested in researching other areas where we can share data and/or business application processes with municipalities. If your community is interested in meeting with DOR or piloting new web applications, please contact David Davies 617-626-2383, daviesd@dor.state.ma.us . Should you have any questions about the scope or content of the ALIF program, or require any further information, please contact:

Attention: - Joseph Lupica
Telephone (617) 887-6726
e-mail: lupica@dor.state.ma.us

Thank you for your cooperation in this matter that we expect will, after full implementation, allow easier compliance for each municipality as well as ensuring better tax compliance of licensees.

ALIF Data Elements

Data Category	Field	Explanation
Automatic		
Jurisdiction	JURCODE	Automatically Filled From Local Officials Directory Application on Internet
	FISCAL_YEAR	Default Current FY, Auto Update January
	DEPT_CODE	Automatically Filled From Local Officials Directory Application on Internet
	SUBMITTER	Automatically Filled From Local Officials Directory Application on Internet
	PHONE	Automatically Filled From Local Officials Directory Application on Internet
Required:		
Individual or Owner	LAST_NAME	
	FIRST_NAME	
	MIDDLE_NAME	
Business	LEGAL NAME	
	BUS_DBA	
Business Physical Location	BUS_ADDRESSLINE1	
	BUS_ADDRESSLINE2	
	BUS_CITY	
	BUS_ZIP	
Mailing Address (if Different)	MAIL_ADDRESSLINE1	
	MAIL_ADDRESSLINE2	
	MAIL_CITY	
	MAIL_STATE	
	MAIL_ZIP	
	MAIL_COUNTRY	
ID	TAX_ID	9 digit SSN, FEIN, or ITIN
	ID_TYPE (SSN, FEIN, ITIN)	
License	LICENSE_NUMBER	
	LICENSE_TYPE	
Optional:		
Phone	PHONE_NO	Licensee phone number
Organization	BUSINESS_TYPE	Corporation, Partnership, etc.
License	ISSUE_DATE	
	EXPIRATION_DATE	
	NEW/RENEWAL	

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ALIF License Type	Category
Automobile Dealers, Second Hand	A = Automobile related
Garage & Gasoline Stations, Inflammables	A = Automobile related
Hackney (Limousines)	A = Automobile related
Jitney (Taxicabs)	A = Automobile related
Parking Lots	A = Automobile related
Common Victualers	C = Common Victualer
Automatic Amusement Devices, Pinball Machines, Video Games	E = Entertainment related
Bazaars & Raffles	E = Entertainment related
Billiard Tables & Bowling	E = Entertainment related
Fortune Tellers	E = Entertainment related
Live Theatre	E = Entertainment related
Public Entertainment	E = Entertainment related
Rental Boats	E = Entertainment related
Shooting Gallery	E = Entertainment related
Skating rinks, Ferris wheels, etc	E = Entertainment related
Steamboat	E = Entertainment related
Bakery	F = Food related (other than Common Victualer)
Caterers	F = Food related (other than Common Victualer)
Coffee & Tea Houses	F = Food related (other than Common Victualer)
Food Prepared at Home	F = Food related (other than Common Victualer)
Frozen deserts	F = Food related (other than Common Victualer)
Lunch Carts, Vehicle for Sale of Food	F = Food related (other than Common Victualer)
Milk & Cream	F = Food related (other than Common Victualer)
Restaurants	F = Food related (other than Common Victualer)
Serve Non-Alcoholic Beverages	F = Food related (other than Common Victualer)
Electrologist	H = Health related (other than Food)
Massage, Steam, Pool & other Baths	H = Health related (other than Food)
Tanning Salons	H = Health related (other than Food)
Boarding & Lodging Houses	I = Inns
Hotels, Motels, Recreational Camps	I = Inns
Inn Keepers	I = Inns
Mobile Home Parks	I = Inns
Dancing Schools	O= Other
Other [data entry field]	O= Other
Kennels	O=Other
Ammunition	OS= Other retail
Antique or Junk Dealers	OS= Other retail
Auction Permit	OS= Other retail
Firearms	OS= Other retail
Pawnbrokers	OS= Other retail
Peddler/transient vendor	OS= Other retail
Sand & Gravel Pits	OS= Other retail
Seasonal Goods/Christmas Tree	OS= Other retail
Second Hand Goods Store	OS= Other retail
Tobacco & Tobacco Products	OS= Other retail

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